

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates, Inc.  
 Region/Locality: Skyline Region  
 Period: 04/26/03 - 05/30/03

Activity Report				
Task	Hours This Period	Total Hours	% Complete	Comments
<b>Active Tasks</b>				
<b>PSAP STRATEGIC PLANNING</b>	<b>13.50</b>			
1. Reviewed and revised each PSAP's project plan on periodic basis.	9.00	228.75	60%	Revised plans to reflect current status, accomplishments, and problems. Entire region.
2. Discussed and/or met about plan(s) with LRK staff, directors/coordinators, and follow up of such. Planned, coordinated, prepared, and followed-up with PSAPs on Phase II assessments.	4.50			Reviewed PSAP plans. Tasks related to deployment but not categorized as a single task. Phase II site visit plans and follow up. Entire region.
<b>PSAP ASSESSMENTS</b>	<b>17.50</b>			
1. Finalized site visits to all PSAPs for Phase II assessments. Continued with pending Phase I assessment issues. Evaluated CPE integration with CAD and mapping. Identified particular problems and issues.	17.50	240.25	90%	Finalized site visit information for all PSAPs in region. Completed Phase II Assessment form and prepared information for data base entry. Issues and concerns noted for appropriate follow up. Performed related assessment follow-up work for each. Entire region. Nelson County, City of Staunton, and Waynesboro.
<b>FUNDING REQUEST/TRUE UP ASSISTANCE</b>	<b>0.50</b>			
1. Assisted with questions related to funding, budgets, and true up.		41.75	50%	Harrisonburg-Rockingham.

<b>LEC/WSP LIAISON</b>	<b>44.25</b>			
1. Completed TSI 911 questionnaire for VA Cellular.	2.00			City of Waynesboro.
2. Received approval from Nextel Partners to conduct Phase I and II deployment simultaneously due to nTelos' inability to accept CAS calls.	1.25			City of Waynesboro.
3. Followed up with TSI (VA Cellular) on status of RF maps.	1.50			Augusta, Nelson, Staunton, and City of Waynesboro.
4. Forwarded nTelos 911 network diagram to TSI for Phase I deployment.	1.25			City of Waynesboro.
5. Participated on TSI conference call for Phase I deployment status.	2.50			Augusta, Nelson, Staunton, and City of Waynesboro.
6. Worked with involved parties to obtain MSAG list and tower addressing for PSAP.	1.50	356.50	49%	City of Waynesboro.
7. Followed up on rehome status for PSAP with Verizon.	2.00			Harrisonburg-Rockingham.
8. Requested, received, and reviewed updated nTelos network diagram.	1.25			City of Waynesboro.
9. Assisted PSAP with call routing sheets for WSPs.	4.50			Augusta County.
10. Completed PSAP data form for Sprint PCS.	2.50			Nelson County.
11. Coordinated joint meeting of PSAPs to review RF maps to be submitted to WSPs.	3.50			Meeting was postponed and rescheduled due to WSP not providing maps by initial date. Entire region.
12. Researched status of LECs, trunk orders, equipment issues, and WSP coordination.	7.00			Meetings, calls, and e-mails with LEC, PSAPs, and WSPs. Individual and entire region.
13. Followed up on LEC/WSP miscellaneous issues pending from on site assessments.	5.00			Entire region.
14. Researched status of LECs, trunk order status, and WSP coordination.	6.25			Entire region.
15. Finalized issue concerning third party database provider and PSAP.	2.25			Issue closed. Rockbridge County.
<b>INSTALLATION OVERSIGHT</b>	<b>0.00</b>	0.00	0%	
<b>CUT-OVER ASSISTANCE</b>	<b>5.00</b>			
1. Reviewed issues for and with PSAPs preparing to cut by FY year end and early fall. Made preparations to extend two deadlines. Assisted with data issues for current deployments. Worked with PSAP to develop cut-over time frame.		16.00	5%	Prepared to extend deployment schedules for two PSAPs (by 30 days and 45 days). Continued to maintain deployment schedule for remaining sites. Augusta County, Harrisonburg/Rockingham, Nelson County, and City of Staunton,

<b>SYSTEM IMPLEMENTATION</b>				<b>5.25</b>			
3. Assured PSAPs are continuing on target with deployment in regard to all equipment components of the system for Phase I and II. Reviewed and revised schedules accordingly. Coordinated efforts with all vendors regarding equipment orders, installations, changes and revisions.				5.25	89.25	20%	Reviewed PSAP plans and inventory in regard to actual deployment. Made adjustments to two schedules. Entire region.
<b>MAPPING/GIS ASSISTANCE</b>				<b>30.75</b>			
1. Researched mapping information for PSAPs. Determined compatibility with current components. Provided specific information about display products and maintenance products. Assisted with determining most appropriate solution for individual PSAP. Finalized matters with issue concerning third party and raw data from CPE to mapping display product.				11.25	288.25	35%	Continued to assist with finding appropriate mapping display and addressing product. Considerable review and discussion done during each Phase II site visit. Entire region.
2. Reviewed and investigated possibilities for mapping interface with CPE. Worked with vendor concerning upgrade for CPE.				7.00			This is an ongoing issue to be resolved. Meeting was planned with vendor. Vendor cancelled. City of Waynesboro.
3. Began working with PSAP identifying needs of cell tower layers. Reviewed and identified potential problems and resolutions.				12.50			Harrisonburg-Rockingham.
<b>PROJECT REPORTING</b>				<b>13.25</b>			
1. Prepared report outlining pertinent information for each PSAP for month of March.				10.25	161.20	30%	Collected information and prepared monthly report for WSB. Review particular items with supervisory staff. Entire region.
2. Updated PSAP and CMRS database information.				3.00			Updated database to reflect current information. Entire region
<b>TRAINING</b>				<b>0.25</b>			
1. Updated PSAP wireless training worksheet.				0.25	4.25	5%	Reviewed, revised, and prepared to implement Wireless training worksheet.
<b>ACCEPTANCE TESTING</b>				<b>0.00</b>	9.50	7%	
<b>TOTAL HOURS</b>				<b>130.25</b>	<b>1435.70</b>		
<b>Completed Tasks</b>							
PSAP Assessments	Region						

Issues of Importance / Accomplishments							